

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

Social Welfare Department- APSWREIS- Transfers and postings of employees of AP Social Welfare Residential Educational Institutions Society- Transfer Guidelines for the year 2023-24, Orders- Issued.

SOCIAL WELFARE(RS.1) DEPARTMENT

G.O.Ms.No.34

**Dated:24.05.2023
Read the following**

1. G.O.Ms.No.116, Finance (HR.I-PLG&Policy) Department, dated:07.06.2022
2. G.O.Ms.No.122, Finance (HR.I-PLG&Policy) Department, dated:16.06.2022
3. G.O.Ms.No.71, Finance (HR.I-PLG&Policy) Department, dated:17.05.2023
4. From the Secretary, APSWREIS From the Secretary, APSWREIS Lr.Rc.No.HR-I/2085547/2023, dated:23.05.2023.

ORDER:

In the reference 3rd read above, the Government of Andhra Pradesh have issued orders relaxing the ban on transfers of employees imposed in the G.O. 1st and 2nd read above, for the period from 22nd May, 2023 to 31st May, 2023 to ensure right placement of employees to secure optimum productivity and commitment to furtherance of Government's development objectives.

2. In reference 4th read above, the Secretary, APSWREI Society has submitted the proposal for conducting the transfers regular as well as contract employees in the Andhra Pradesh Social Welfare Residential Educational Institutions Society for the academic year 2023-2024.

3. Government after careful examination of the proposal, hereby accord permission to the Secretary, APSWREIS to take up the exercise of transfers, keeping in view of the detailed guidelines mentioned in Annexure appended to this G.O., with a view to foster greater transparency in the counseling for transfers.

4. The ban on transfers of employees of Andhra Pradesh Social Welfare Residential Educational Institutions Society is relaxed from 22nd May, 2023 to 31st May 2023. The ban on transfers shall come into force with effect from 01.06.2023.

5. This order issues with the concurrence of the Finance Department vide their U.O.No.HROPDPP(TRPO)/150/2023 dated:24.05.2023.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**G.JAYALAKSHMI
PRINCIPAL SECRETARY TO GOVERNMENT**

To
✓ The Secretary, APSWREIS, Moksha Sai Plaza, Tadepalli.

Copy to

The Director of Social Welfare, T.G. Plaza, Tadepalli

All District Collectors in the State.

The Director of Treasuries and Accounts, A.P., Anjaneya Towers, Ibrahimpatnam.

The O.S.D to Hon'ble Minister (Social Welfare).

The P.S to the Principal Secretary to Government (Social Welfare).

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The Finance (HR.I-PLG& Policy) Department
SF/SCs.

// FORWARDED ::BY ORDER//

K. Roti
SECTION OFFICER

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**Annexure to G.O.Ms.No.34 Social Welfare(RS.1) Department,
Dated:24.05.2023**

TRANSFER GUIDELINES FOR THE ACADEMIC YEAR 2023-24

1. These guidelines shall be applicable to all cadres working in APSWREI Society including Principals, Teachers, Special Teachers and Non-Teaching staff, here in after referred to as "Employees" in these guidelines. These guidelines shall come into force with immediate effect.

2. Principles for Transfers and postings:

The following principles may be adopted while effecting transfer of employees:

- a. Transfers shall be effected only "on request" basis and on administrative grounds.
- b. Employees who completed 2 years of service at a station as on 30th April 2023 are only eligible for request transfers and those who completed 5 years of service at a station as on said date, shall be invariably transferred.
- c. Services in all cadres at a station shall be counted while calculating the period of stay. Station means place (city, town, village) of actual working for the purpose of transfers and not office or institution.
- d. As per the instructions of Juvenile Justice Committee of Hon'ble High Court of A.P, the following compulsory transfers shall be made:
 - i) All the male Principals, Teaching staff working in Girls schools shall be compulsorily transferred to boys schools to the extent possible. All the female Principals, Teaching staff working in Boys schools shall be compulsorily transferred to Girls schools to the extent possible.
 - ii) Only female Principals / Teaching staff shall be allowed to opt for vacancies in Girls schools. The female Principals / Teaching staff shall be considered for transfer to male institutions only after filling all vacancies in Girls institutions
 - iii) If sufficient regular female Teachers are not available to work in the Girls institutions, then the female CRTs / Guest teachers shall be re-allotted / engaged in such institutions in due course. Male CRTs should not be positioned in any of the Girls school.
- e. The Places of contract teacher working in regular institutions shall be shown as vacant for the purpose of transfer counseling of regular teachers such disturbed contract teachers shall participate in the realotment process for the year 2023-24 including the staff disturbed in point 2(d)
- f. TGTs working against PGT and JL Vacancies and PGTs working against JL vacancies or Vice versa in all the institutions will be declared open for transfer counseling.
- g. Employees working in category I & II will opt for category III & IV only. The employees who are working in category III & IV are permitted to opt for any of the categories I to IV.

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3. Exemption categories:

The following categories of employees are exempted from the transfers:

- a. The employees who are retiring on or before 30.04.2025 will not be generally transferred.
- b. Visually challenged employees are exempted from compulsory transfers.
- c. However, if employees of the above two categories desire to apply for transfer, they are permitted to do so.

4. Notification of vacancies:

The following vacancies will be notified for the transfer counseling.

- a. Clear vacancies in Regular institutions, RPRP and DPIP will be declared open for transfer counseling.
- b. The Places of Principals, Teaching and Non- Teaching staff who have completed 5 years in a particular institution as on 30.04.2023 will be considered as vacancy irrespective of their gender.
- c. TGTs working against PGT and JL Vacancies and PGTs working against JL vacancies or vice versa in regular schools will be declared open for transfer counseling.
- d. Male teaching staff working in Girls institutions & vice versa will be opened for counseling.
- e. The Places of contract teacher working in regular institutions shall be shown as vacant for the purpose of transfer counseling of regular teachers such disturbed contract teachers shall participate in the reallocation process for the year 2023-24.
- f. The employees who are retiring on or before 30.04.2025 will not be generally transferred.
- g. Vacancies in COEs, 3- IIT NEET Academies and NABARD institutions are not opened for general counseling.
- h. The Places of Senior Assistants and Superintendents who are working on deputation from Social Welfare Department under 25% quota shall not be shown as vacancies

5. Submission of applications:

- a. The entire process of transfers should be done through online only. APCFSS will provide necessary software enabling the employees to submit their applications online. The software should generate the merit list after allotting points, based on the criteria fixed in these guidelines. Places will be allotted to the employees by the software system, based on the rank in the merit list and the choice of the applicants. APCFSS Team is directed to coordinate with the Secretary, APSWREI Society for development of the software.
- b. All the employees who are to be compulsorily transferred as per Para 2, have to submit their applications online. They will not be reminded that they are under the category of compulsory transfer. In case, no application is received from the employees under compulsory transfer category, such employees will be shifted by the administration as per its requirement.

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Hence, in the interest of the employees, they are advised to verify whether they are in the category of compulsory transfer or not and take necessary decision regarding submitting online application.
c. Secretary, APSWREI Society will release the time lines for submission of online application etc., in consultation with APCFSS.

6. Preferential categories:

- I. The following categories shall be given the choice place from the list of notified vacancies without undergoing normal procedure of counseling:
- a. Differently abled i.e., those with equivalent or more than 70% of visually challenged/Orthopedically challenged/Hearing Impaired.
 - b. Widows/Legally separated female teachers
 - c. An employee who is suffering with the following diseases, in which he/she is undergoing treatment
 - i. Cancer
 - ii. Open Heart Surgery / Correction of ASD / Organ Transplantation
 - iii. Neuro Surgery
 - iv. Bone TB
 - v. Kidney Transplantation / Dialysis
 - vi. Spinal -Surgery
 - d. Applicants with dependents i.e. Mother/ Father / Children / Spouse who are mentally retarded and are undergoing treatment.
 - e. Children suffering with holes in the heart by birth and undergoing medical treatment available only at specified places to which they are seeking transfers.
 - f. Applicants with dependent children suffering from Juvenile Diabetes.
 - g. Applicants with dependent children suffering from Thalassemia Disease
 - h. Applicants with dependent children suffering from Hemophilia Disease
 - i. Applicants with dependent children suffering from Muscular Dystrophy.
 - j. Spouse of the Service/Ex-service Person in Army / Navy / Air force / BSF / CRPF/ CISF.

II. In case of tie for one place from two or more officials, the same will be resolved based on the following criteria in the order:

- i. Women
- ii. Seniority in the cadre
- iii. Age

7. In case of employees other than the above mentioned preferential category employees, points will be allotted as follows:

- a. category of present place:
 - i. For every year of service in category IV areas: 5 Points
 - ii. For every year of service in Category III areas: 3 Points
 - iii. For every year of service in Category II areas : 2 Points
 - iv. For every year of service in Category I areas : 1 Point

Note:-if an employee works in a place (other than the place where he/she was originally posted to) on deputation/or otherwise, he/she will get points

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as per the category of the actual place of working. If an employee actually works in more than one institution in an academic year, the institution where he/she worked for maximum period in that academic year will only be considered.

b. 0.5 points for every academic year of service in their total career in APSWREIS not exceeding of 15 points.

c. Unmarried female employees: 5 points

d. An employee whose spouse belongs to State Government or Central Government or Public Sector under taking or Local Body, AP Residential Educational Institutions Societies, Aided Institutions or A.P. Model Schools: 5 points.

e. Spouse working within the state of Andhra Pradesh in respect of Principals and the spouse working in respective zone in respect of teaching and non teaching staff will be considered, under spouse grounds.

The benefit of spouse points shall be applicable to one of the spouses once in 5 years only. An entry to this effect shall be recorded in the SR of the individual concerned under proper attestation.

f. Differently abled (visually challenged / orthopedically challenged/ Hearing Impaired) with the level of challenge is between 40% to 55%: 5 points.

g. Differently abled (Visually challenged / Orthopedically challenged/ Hearing Impaired) with the level of challenge is between 56% to 69% :10 points

A copy of certificate issued by the competent authority shall be enclosed to the check list to consider cases under this category.

8. a. Based on the above criteria, the applicants shall be awarded points by the software system. A Merit List will be generated and the same will be displayed for the public. Objections against the same will be submitted as per the schedule after publication of the Merit List to the Secretary, APSWREI Society. Any objections on the final merit list will be forwarded to the Principal Secretary, Social Welfare within 24 hours. After considering the objections, if any, final merit list will be published once again. After considering such objections, allocation of the places will be done as per the rank and the choice of the applicants.

b. In case of tie for one place from two or more officials, the same will be resolved based on the following criteria in that order;

- i. Women
- ii. Seniority in the cadre
- iii. Age

c. Teaching and Non Teaching staff shall not be posted in the native Mandal, Principals shall not be posted in native Revenue divisions

d. List of applicants and the allotted places will be also be displayed for the public. If no valid grievances are received by the Secretary, APSWREI Society, within 24 hours, the list will be treated to be final and posting orders will be issued by the competent authorities.

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e) It is clarified that all efforts will be made to accommodate the applicants in one of the choice places out of the notified vacancies. However, in case of administrative requirement, they may be transferred to the place which is not in their choice list.

9. Request transfers:

Employees who completed two years of service at a station as on 30.04.2023 are only eligible to submit their applications for request transfer online. However, such request transfer shall be limited, bases on exception and not a rule and subject to fulfillment of one or more of the conditions mentioned below:

- a. Employees with disabilities of 40% or more as certified by a competent authority as per "Persons with disabilities."
- b. Husband and wife Cases (only one of the spouse shall be shifted following the prescribed procedure). Once the facility is utilized, the next request can be made only after 5 years.
- c. Spouse working within the state of Andhra Pradesh in respect of Principals and the spouse working in respective zone in respect of teaching and non teaching staff will be considered, under spouse grounds. Once the facility is utilized, the next request can be made only after 5 years.
- d. Employees having mentally challenged children to a place where medical facilities are available.
- e. Widows / legally separated female teachers.
- f. Request transfers can be considered subject to fulfillment of one or more of the conditions mentioned at point no.9 of transfer guidelines and criteria will be followed as per point no 6(II) of transfer guidelines.
- g. Medical grounds for the diseases (either self or spouse or dependent children and dependent parents) of cancer, open heart operations, Neuro Surgery, Kidney Transplantation to places where such facilities available.

10. Transfers will not be permitted within following cluster institutions

1. Duppalavalasa – Etcherla – Peddapadu – Srikakulam District
2. Meghadrigadda – Srikrishnapuram – Vishakapatnam District
3. P.Venkatapuram- S.M.Nagar – Chollangipeta – Kakinada District
4. L.N.Puram – Kothur(JC) – East Godavari District
5. Naidupet – Pudur at Naidupet (RPRP) – Tirupati District
6. Kurugunta(S) – Kurugunta(JC) – Anthapuram District
7. Allagadda(Regular) – Allagadda(RPRP) – Nandyal District

11. Procedure for Transfer:

- a. The relaxation on transfers shall be effective from 22nd May 2023 to 31st May 2023
- b. All the transfers shall be effected by the competent authorities as per the existing orders of delegation subject to the existing Government orders and conditions prescribed.

c.The Head of Department concerned is responsible for the implementation of the transfer orders in the most transparent manner possible without giving any scope for complaints / allegations. Any violation of these guidelines will be viewed seriously.

12. Re-allotment of contract teachers:

All the above guidelines are applicable in the case of re-allotment of contract teachers. However, the Secretary, APSWREIS is authorized to implement the re-allotment of contract teachers after completing the transfers of regular employees.

Contract Employees who have completed (5) years of service in a particular Institution as on 30.04.2023 shall be re-alloted.

G JAYALAKSHMI
PRINCIPAL SECRETARY TO GOVERNMENT